

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
(2) FISCAL/ADMINISTRATIVE ASSISTANTS
FISCAL DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: 165 Capitol Avenue, Hartford, CT 06106

Job Posting No: Two (2) Positions 00004364 & 00003963

Hours: 80 hours biweekly

Salary: \$54,171 to \$68,931 Annually
New Hires to State Service will start at the minimum of \$54,171

Closing Date: November 3, 2014

Eligibility Requirement: Candidates must have applied for and passed the Fiscal/Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Process voucher entries in CORE-CT A/P, corrections, adjustments, reversals, purchase order entries and corrections, verify dates and funding on Purchase Orders properly match invoices, identify different voucher styles and their intended uses, process the annual outstanding Vendor Check request from the Treasurer's Office, create PO Receivers, adjustments to Purchase Orders and Requisitions.

Preferred Skills & Experience With: Microsoft Excel; CORE-CT or PeopleSoft Attention to Detail, Oral and Written Communication Skills, Purchase receipts, contract language, ledgers and State/Federal regulations, Ability to Multi-task

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: One application package is sufficient for both position numbers. Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, a State of Connecticut Application form for Examination and Employment (CT-HR-12), three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of references to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
165 CAPITOL AVENUE, 5TH FLOOR EAST
HARTFORD, CT 06106
ATTN: EILEEN MORIN
FAX: 860-622-2834 or email to: eileen.morin@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.